

Job Opportunity Bulletin: 03-031**Final Filing Date: Until Filled****Position:**

Associate Personnel Analyst

(May be **Confidential**)

(Pending Control Agency approval)

Salary:**\$3,915.00 - \$4,759.00****Location:**Office of Statewide Health Planning and
Development1600 9th Street, Room 350

Sacramento, CA. 95814

General Statement: Under the general direction of the Human Resources Manager, the Associate Personnel Analyst (APA) serves as the Return-to-Work Coordinator (RTWC) for the Office of Statewide Health Planning and Development (OSHPD). This position also handles labor relations duties.

Duties:

- ❖ As OSHPD's RTWC, handles worker's compensation and return-to-work cases for all OSHPD locations in Sacramento and Los Angeles. This involves working closely with the State Compensation Insurance Fund, controlling worker's compensation costs, reducing losses, etc.
- ❖ Resolves disputes, promotes effective and harmonious labor/management relations, investigates grievances, resolves contract issues and prepares rejections-during-probation and adverse actions.

Desirable Qualifications:

- ❖ Strong interpersonal skills
- ❖ Excellent organizational, research, and oral and written communication skills
- ❖ Working knowledge of the State's collective bargaining law, contract administration, grievance handling, personnel management, the laws and rules governing State civil service, worker's compensation program and return-to-work program.
- ❖ Strong analytical and problem-solving skills with a demonstrated ability to use good judgment and handle sensitive situations with tact.
- ❖ Commitment to OSHPD's core values of Accountability, Communication, Innovation, Integrity, Professionalism, Respect, Service, and Teamwork.

Who May Apply:

Applications will be accepted from individuals currently on SROA/surplus status. Applicants should attach a copy of their notice. The most qualified individuals will be selected for an interview.

Interested parties should submit a State Examination and/or Employment Application, Std 678, and a resume to

Office of Statewide Health Planning and Development

Attn: Doris Bloom (Job #03-031)

1600 9th Street, Rm. 350

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